



## CONSERVATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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|------------------------|-------------------------------------|------------------------------------|--------------------------|
| <b>DEPARTMENT:</b>     | CONSERVATION, DEPARTMENT OF         | <b>RELEASE DATE:</b>               | Friday, December 5, 2008 |
| <b>POSITION TITLE:</b> | Deputy Chief, Division of Recycling | <b>FINAL FILING DATE:</b>          | Friday, January 16, 2009 |
| <b>CEA LEVEL:</b>      | CEA 1                               | <b>EXTENDED FINAL FILING DATE:</b> |                          |
| <b>SALARY RANGE:</b>   | \$ 6,173.00 - \$ 7,838.00 / Month   | <b>BULLETIN ID:</b>                | 12042008_2               |

### POSITION DESCRIPTION

ONE VACANCY LOCATED AT HEADQUARTERS IN SACRAMENTO.

As a member of the Executive staff and under the general direction of the Assistant Director, Division of Recycling, the Deputy Chief consults with the Assistant Director and the Department's Director to assist in planning, organizing, staffing and directing the statewide Recycling Program. The incumbent will advise and assist in the development, evaluation and implementation of the Division's programs, policies, regulations and procedures. The Deputy Chief provides high-level technical and administrative support to the Division in the development, implementation and direction of specific programs within the Division.

The Deputy Chief acts in the absence of the Assistant Director, represents the division at meetings, workshops, hearings and other regulatory proceedings involving management, other state agencies, local governments, the legislature, recycling industries and the general public.

The incumbent will be responsible for directing the Division's budget preparation including work plans and Budget Change Proposal processes. Monitors and allocates budgetary and personnel resources within the Division for current and future expenditures. The incumbent represents the Division at meetings during the legislative budgetary review process. The Deputy Chief will be responsible for special projects and reports requiring a broad management perspective which impacts the overall goals, responsibilities and major issues of the Recycling Program.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Demonstrated knowledge of the Department and the Division of Recycling's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
2. Knowledge of the federal and state regulations that apply to and impact the Department and the Division of Recycling's mission, goals, programs, and policies.
3. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision making.
4. Experience in and/or knowledge of planning and policy making as it relates to the California Beverage Container Recycling and Litter Reduction Act and its programs.
5. Experience working independently in developing and implementing policies and procedures.
6. Ability to work with managers and supervisors to gain their support, cooperation, and active involvement.

### **SPECIAL PERSONAL CHARACTERISTICS**

1. Excellent oral and written communication.
2. Dependability, flexibility, and integrity.
3. Willingness to work long hours over extended periods of time.
4. A personal commitment to the mission and goals of the Department of Conservation and the Division of Recycling.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Chief, Division of Recycling**, with the **CONSERVATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### **STATEMENT OF QUALIFICATIONS**

In addition to the Standard State Application (STD 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and

special personal characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership style including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments including your ability to articulate management needs and outcomes to staff.
2. Describe your ability and experience in planning, organizing and directing the work of multidisciplinary professional and administrative staff including your ability to manage senior level personnel and hold them accountable to set objectives and standards.
3. Describe your knowledge of the principles and practices of public administration, organization and management; include in your response experience with Department and administrative policy that affect both budget and legislation.
4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, state control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to negotiate and analyze complex problems and recommend an effective course of action.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CONSERVATION, DEPARTMENT OF, Human Resources/Recruitment & Selection Unit  
801 K Street, 22nd Floor , Sacramento, CA 95820  
Theresa Xavier | 916-322-6412 | Theresa.Xavier@conservation.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONSERVATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>